

Human Resource Policy

DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES

SECTION	RECRUITMENT AND SELECTION	SECTION NO.	4-8
SUBJECT	References	PUBLISHED	11/03
REFERENCE		PAGE	1 of 1

Every effort shall be made to obtain a written reference check on at least the top candidate for a vacant position. Reference checks on contract staff representing SRS shall be the responsibility of the individual or organization with whom SRS contracts. Administrators contracting for services are to be mindful of this requirement in their negotiations.

Persons applying for employment with SRS or its umbrella agencies may be advised that they may be required to sign a release of information form as part of their application for employment. Organizational units have the option to require candidates to sign a release form anywhere in the selection process. They can require the form to be signed by all candidates when they apply; by only those candidates selected for interview; or by only the top candidate(s) determined by the screening/interview processes. Any person who refuses or otherwise fails to sign the department's release form shall be deemed to have submitted an incomplete application for employment and shall not be considered further for the position for which he/she is applying.

If the top candidate for a vacant position is an SRS employee, or has been employed by SRS within the last 12 months, the supervisor filling the vacant position is to review the candidate's personnel file. If the candidate is/was employed by a different SRS organizational unit, and the supervisor does not have direct access to the candidate's personnel file, the supervisor is to call the human resource office having custody of the candidate's records. Supervisors also have the option of **additionally** contacting the candidate's current/former supervisor(s) for reference information.

SRS supervisors who are contacted by other SRS supervisors who are considering a current or former SRS employee for a position are to fully disclose accurate information on the candidate's performance and conduct. Failure to make a full and accurate disclosure of official information may result in a reprimand or more severe disciplinary action.

Since a reference constitutes an evaluation of performance, reference information received on a candidate shall, upon request from the candidate, be shared with the candidate. Inquiries from candidates on such issues are to be directed to the unit's human resource office.

Persons providing reference information are to be advised the information they provide may be shared with the candidate. Persons contacted to provide reference information who express concerns about sharing such information should be offered the opportunity to talk with the unit's human resource office for an explanation of the protections offered by Kansas law.

Note: This policy deals with collecting reference information on a candidate of choice. Please see Section No. 14 (Employee Files and Records) for direction on releasing information on employees.